

## MINISTERIAL FILE OUTLINE

### TABLE OF CONTENTS

- I. Pre-Authorization Documents (*Only the starred items should be included in a transfer of files between associations.*)
  - a. Committee on Ministry minutes related to Member in Discernment process\*
  - b. Letter of reference from Local Church
  - c. Psychological assessment from an accredited center
  - d. Documentation related to educational formation (transcripts, certificates, etc.)
  - e. Ordination paper
  - f. Record of Ecclesiastical Council and/or vote by Association of approval for ordination pending call\*
  - g. Call agreement for first call\*
  
- II. Post-Authorization Documents (*all documents should be included*)
  - a. Copy of ordination certificate
  - b. Three-way covenants with call agreements
  - c. Four-way covenants
  - d. Documentation of Leave of Absence or Exempt Standing, or documentation that one seeks to transfer standing without a call
  - e. Boundary awareness training certificates, or other evidence of completed boundary awareness training
  - f. Evidence of completed continuing education, including anti-racism training
  - g. Certificates from any professional or government endorsement for chaplaincy
  - h. Changes in Ecumenical Standing (e.g. Ordained Ministerial Partner Standing, authorization with the Fellowship of Affirming Ministries, Dual Standing in another denomination)
  - i. Vocational support information: evidence of participation in communities of practice, ministerium, etc. as well as reports from Periodic Vocational Support
  - j. Information related to Situational Support Consultations, if any have taken place (minutes, outcomes, follow-up, etc.)
  - k. Information Reviews (only send most recent when transferring file)
    - l. Most recent profile
  - m. Transfer of standing request, along with church membership verification letters

III. Fitness Review Documents (*Only the starred items should be shared in a transfer of files between Associations.*)

- a. Redacted case and minutes of Committee on Ministry voting to begin a Fitness Review\*
- b. Response Team information table of contents
- c. Response Team process statement
- d. Contact information for interviewees
- e. Response Team interview summaries and signature pages from person raising concern (PRC), others interviewed, and minister in question (MIQ)
- f. Committee on Ministry minutes related to the deliberation and decision of a Fitness Review\*
- g. Signed documentation from the minister affirming receipt of information related to the Committee's decision\*
- h. Program of growth, if relevant\*
- i. Documentation related to the program of growth, if relevant\*
- j. Fitness Review Form (as sent to MESA)\*
- k. Information related to a Fitness Review appeal, if relevant (letter from minister requesting appeal, minutes of Association executive committee meeting, etc.)\*
- l. Committee on Ministry minutes following a Fitness Review (reinstatement or other actions related to the follow-up of a Fitness Review)\*
- m. Committee on Ministry annual report to the Association which includes the ecclesial action of a completed Fitness Review